



Minutes of the full Parish Council Meeting held on the 24th April 2023 at 7.30pm at Mistley Village Hall

Councillors Present:

Councillor G Carter
Councillor S Coiley
Councillor P Cunningham
Councillor R Frost
Councillor C Howell (*Chairman of Council*)
Councillor W Meston
Councillor P Nutter

In Attendance:

Mrs S Clements – Clerk
District Councillor A Coley
Three Members of the Public

- 1. Welcome and Apologies for Absence** – The Chairman of the Council – Councillor Howell welcomed everyone to the Meeting. Apologies for absence were received from Councillors Bell (work), Chaplin (annual leave) and Kent (family). These were accepted by the Parish Council.
- 2. Declarations of Interest and Dispensations** – The following declarations of interest were made. (There were no dispensations).

<u>Name of Councillor</u>	<u>Details of Interest</u>	<u>Minute Number</u>
Councillors Carter, Frost, and Meston.	Personal Interests – Members of the Rugby Club.	Minute Number 19 – Parish Council Assets.
Councillors Frost, Howell, Meston, and Nutter.	Personal Interests – Trustees of The Welcome Home Trust.	Minute Number 19 – Parish Council Assets.
Councillors, Cunningham, and Meston.	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 8 a) – Schedule of Accounts for payment.
Councillor Frost	Personal Interest – Cemetery - Family known to her.	Minute Number 14 – Cemetery

- 3. Public Voice** – No Members of the Public wished to speak.
- 4. District and County Councillors Reports** – The District Councillors written report was received and noted. (Copies on website). District Councillor Coley responded to questions relating to Mistley Place Park, where there are no new updates.
- 5. Minutes of the Parish Council Meeting held on the 27th February 2023** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Frost). (Copy in Minute Book and on website).
- 6. Update/Matters Arising from Previous Minutes held on the 27th February 2023** – There were no new updates or matters arising.
- 7. Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–**
 - a) Allotment Working Group** – (Councillors Chaplin - Chair, Coiley, Kent, and Meston) – The Council received and noted the written report.

- Rules and Regulations – The slight change relating to dogs was agreed following the vote. (Proposed by Councillor Coiley and seconded by Councillor Meston).
 - Shed Request BR27– Brunswick Site – The Council agreed to the shed request following the vote. (Proposed by Councillor Coiley and seconded by Councillor Frost).
 - Shed and Fruit Trees Request RR006 – River Reach Site – The Council agreed to the shed request and the fruit bushes’ request following the vote. (Proposed by Councillor Coiley and seconded by Councillor Frost).
 - Railway Allotment Site – Gate – The Council noted that this has been repaired.
 - River Reach Meeting – The Council noted that the meeting with the new tenants on Saturday 1st April 2023 was very successful.
- b) Grounds Maintenance Working Group – (Led by Councillor Nutter with other Councillors/Residents/Other Volunteers and the Council’s Warden) – The Council received and noted the written report.
- c) Signage Working Group – (Councillors Chaplin – Chair, Coiley, Howell, and Meston) – The Council noted that the Working Group will look into signage relating to Mistley Heath and the Greensward along The Walls.
- d) Trees Working Group – (Councillors Coiley, Howell, and Nutter - Chair) - The Council received and noted the written report.
- e) Section 106 Developer Agreements with Tendring District Council & Contributions for Mistley – (Councillors Coiley, Howell – Chair, Kent, and Nutter) – The Council noted the £2385 agreed contribution towards the safety repairs at Furze Hill play area. The Council thanked District Councillor Coley for his assistance with this project.
- f) Dog Working Group – (Councillors Chaplin, Kent, and Meston) – The Council noted that the dog signage for the Welcome Home field will be considered by the Signage Working Group.
- g) The Coronation of His Majesty The King – Events Working Group – (Councillors Frost and Howell with the Rugby Club) – The Council received a verbal update on the arrangements for the event.
- h) Other Meetings/Site Meetings – There were no additional meetings to report on.

8. Financial Matters

- a) Schedule of Accounts for Payment – The schedule was received, considered, and agreed following the vote, for payments since the last Meeting for £1,745.09 including VAT for 1st – 24th March 2023 and £10,055.97 including VAT from the 1st – 24th April 2023. (Proposed by Councillor Frost and seconded by Councillor Cunningham). (Copy in Minute Book and on website). (The Council reclaims VAT).
- b) Bank Reconciliations – February and March 2023 – These were received, considered, and agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Frost).
- c) Somersault Bars – Furze Hill – Following the vote, (proposed by Councillor Frost and seconded by Councillor Cunningham), the Council agreed to the quotation from Mortimer Contractors for £320 plus VAT for the safety surfacing work.
- d) Closed Churchyard – New Road – The Council received and considered the quotation from the Council’s grounds maintenance contractor in the sum of £45 plus VAT relating to the headstone identified which will be levelled up by placing soil into the gap. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Nutter), the Council agreed to accept this quotation and to proceed with this safety work.
- e) Street Lighting Maintenance Agreement – The Council noted that the Clerk asked for three quotations. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Coiley), the Council agreed to accept and to renew the 6 years agreement with A&J Lighting Solutions. (Copy of Agreement in Minute Book).
- f) Transfer to Nationwide Building Society – Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Frost), the Council agreed to transfer back the £30,000 deducted during February 2023 from the Council’s Barclays account ending 220.
- g) VAT – HMRC Claim 2022/23 – The Council noted the payment claim of £15,679.35.
- h) Urgent Finance Matters –
- Flood Light, Furze Hill – The Council noted that this light has been reported as being unstable during high winds. The historic ownership has been established. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Frost), the Council agreed to the repair work.
 - MDFPA (Manningtree and District/Frankenbergh Partnership and Association) – The Council considered the suggested donation/membership fee. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Howell), the Council agreed to pay a donation for the annual membership of £50.

- Precept – 2023/2024 – The Council noted receipt of the first instalment of £48,367 paid on the 6th April 2023.
 - Locum Cleaning Services – Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Frost), the Council agreed to arrange for the public toilet to be opened, cleaned, and closed and for the barrier gate to be opened and closed during the periods of 5th – 9th May 2023 and 15th – 26th June 2023 inclusive based on a total cost of £340 during the Warden’s annual leave. (Provision in the Budget).
9. **Correspondence** – There were no matters to consider.
 10. **Risk Assessments** – The Council noted that the written risk assessments relating to all Allotment sites, the Cemetery and both Closed Churchyards and the two Play Areas have been completed, with no issues raised. (Copies with the Council’s records).
 11. **Servicing and Maintenance & Inventory – Assets – Grounds Maintenance Tools** – The Council noted that annual servicing of its equipment has been completed.
 12. **PAT (Portable Appliance Testing)** – The Council noted that no grounds maintenance tools are electrical. PAT testing will be arranged for the laptop and printer (Clerk).
 13. **The Green** –
 - Fencing and Trees - The Council noted the overgrown trees and broken fence on the overhanging boundary of the Council’s land. Councillor Nutter the Council’s Volunteer Tree Warden will check the site and report back to the Clerk.
 - Wall – Councillor Cunningham advised the Council that the work to the boundary wall is due commence on the 17th May 2023. A porta toilet will be on site. Local residents living nearby will be advised nearer the time, and Councillor Cunningham will draft a letter.
 14. **Cemetery** – Councillors discussed the request at length. After a great deal of thought, the Council felt that it could not agree to the kerb stone request as kerb stones are mostly in the older part of the cemetery and closed churchyard. The Council has a policy of kerb stones not being installed in the newer part of the cemetery in accordance with its 3-year grounds maintenance contract, as the Council would be worried about the contractor clipping and damaging kerb stones which would cause additional distress to bereaved relatives of lost.
(Proposed by Councillor Cunningham and seconded by Councillor Howell). Councillor Frost declared a personal interest as she knows the family, (Minute Number 2 above), and she abstained from the vote.
 15. **Next Meeting** – Newly Elected Parish Councillors – Parish Council Meeting – Monday 22nd May 2023 at 7.30pm at Mistley Village Hall.
 16. **Resolution to Exclude the Public and the Press** – The Public Bodies S.1 (2) (Admission to Meetings Act 1960) and the Local Government Act 1972 ss 100 and 102 (amended 2014). The Council agreed following the vote, to exclude the Public since publicity would legally prejudice commercial sensitivity and confidentiality. (Proposed by Councillor Frost and seconded by Councillor Cunningham).
 17. **Confidential Minutes of the Parish Council Meeting held on the 27th February 2023** – The Council is asked to receive, consider and approve the Confidential Minutes.
 18. **Update/Matters Arising from Confidential Minutes held on the 27th February 2023**– The Council is asked to receive and note any updates.
 19. **Parish Council Assets – (Leases/Licences)** – The Council is asked to receive legal updates and to consider and agree the next legal stages with the Council’s Solicitor.
 20. **Staffing – PDP (Personal Development Plan)** – The Council is asked to note that PDP’s have been conducted for the Clerk and the Warden/Cleaner.
 21. **Warden – Additional Hours** – The Council is asked to agree these relating to training.

22. **Staffing** – The Council is asked to consider the Warden’s workload relating to risk assessments of the Council’s assets.

There being no further business, this part of the public Meeting closed to facilitate the closed part of the Meeting.